

City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights MN 55077 Inspections Department Phone: 651-450-2550 Fax: 651-450-2502 www.ci.inver-grove-heights.mn.us



A Sign Permit is required for the installation of any new temporary or permanent sign or billboard except as noted below. The property owner or contractor must complete a Building Permit Application form and submit the following information for the sign permit to be considered:

- Two (2) copies of a site plan showing all property lines, the dimensions of the front property line, existing structures, the dimensions of said structures, and the location of the proposed sign.
- Two (2) copies of plans or drawings that completely show the proposed sign, its dimensions, construction, and illumination (if applicable).
- A list of all existing signs on the property including their location and square footage.
- Wall Signs: Two (2) copies of an elevation, with dimensions, of the wall the sign is to be attached to.
- Freestanding Signs: Setback of proposed sign from property lines and other freestanding signs, and the heights of the principle building.
- Monument and Pylon Signs: Two sets of structural plans (certified by Minnesota licensed professional engineer) for both footing and superstructure. (Call Inspections Department for additional details)

Signs that **do not** require a sign permit include:

<u>Construction Signs</u>: Signs denoting the architect, engineer, or contractor of construction projects when placed upon the premises under construction, and not exceeding 100 square feet in area. Such signs shall be removed upon the completion of the construction.

<u>Double Faced Signs</u>: Single or double faced name plate signs not exceeding two square feet in area per surface, and which do not have more than two surfaces.

Internal Signs: Signs located completely within an enclosed building.

Memorial Signs: Memorial signs or tablets, names of buildings, and date of erection when cut into or constructed of incombustible material.

Official Signs: Official court or public office notices.

Real Estate Signs: Temporary real estate signs not exceeding 25 square feet in area which advertise the sale, rental or lease of the premises upon which the said signs are located.

<u>Traffic and Emergency Signs</u>: Traffic or other municipal signs, legal notices, railroad crossing signs, danger and such temporary emergency or non-advertising signs as may be approved by the City Council.

City Code Section 545

CITY OF INVER GROVE HEIGHTS BUILDING PERMIT APPLICATION

	BUILDING SITE ADDRE	-00		ZIPC	ODE
	OWNER NAME	ADDRE	SS	PHONE (HOME)	(WORK
3.	CONTRACTOR	ADDRE	SS	PHONE	(FAX)
4.	ARCHITECT/ENGINEER	R ADDRE	SS	PHONE	(FAX)
5.					(1704)
_	EMAIL ADDRESS:			_	
	CLASS OF WORK: N				HER 🗌
7.	DESCRIBE WORK				
8.	USE OF BUILDING				
9.	CONSTRUCTION DATA	۸:			
	Setbacks: Front	Square F	eet: Basement	Garage)
	Right Side		1st Floor	Porch	
	Left Side		2nd Floor	Deck	
	Rear Side		3rd Floor		
	Structure Height:	VALUATION vledges that he/she has rea	l (Incl. Labor):		
10.	agrees to comply with all	the ordinances and laws of	the City of Hiver	Glove neights regulatif	iu ballaina
-	NOTICE: This is an appl	RACTOR OR AUTHORIZED ication only. Permit will be i	AGENT C	OATE	f fees.
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